



DAVID E. JANSSEN  
Chief Administrative Officer

# County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

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January 14, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

Jon W. Fullinwider  
Chief Information Officer

Board of Supervisors

GLORIA MOLINA  
First District

YVONNE BRATHWAITE BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## **RISK MANAGEMENT INFORMATION SYSTEM IMPLEMENTATION PROJECT STATUS REPORT – JANUARY 2003**

Per the Board of Supervisors' instructions, we are providing a monthly status report on the progress of the Countywide Risk Management Information System (RMIS) Implementation Project.

### **Background**

On March 6, 2001, the Board of Supervisors approved the development and implementation of a new, state of the art RMIS. Your Board further instructed the Chief Administrative Office (CAO), County Counsel, and all affected department heads to develop an implementation plan for departmental use of the RMIS and instructed each department/district head be accountable for the use of the RMIS as part of the annual Management Appraisal and Performance Plan (MAPP).

In response to your Board's direction, departments have made, and continue to make, a substantial effort to participate in the implementation of the RMIS in order to incorporate use of the system within their operations. We responded to the higher level of participation by greatly expanding the number of design and implementation meetings with the vendor and consultants to ensure that both countywide and individual departmental needs are appropriately addressed. Your Board's July 16, 2002, approval of a contract amendment to include a project time extension, an enterprise license purchase option, and additional data conversion services enabled the CAO to accommodate the various department needs.



United We Stand

### **Accomplishments**

- RMIS training is scheduled for January 27 through February 7, 2003. Operational staff from the CAO, the County's Third Party Claims Administrators, County Counsel, Executive Office, and Sheriff are scheduled to attend.

### **Current Status**

- As Risk Technologies, Inc. (RTI) completes the programming per the specifications and the functionalities of the RMIS become available to test, the CAO and departments are working to review the work flows and eliminate duplicate work.
- RTI continues to develop draft-training manuals for CAO to review for the Executive Office of the Board of Supervisors staff that will be trained in early 2003.
- The project team has been working with County Counsel, Third Party Claims Administrator staff and key County departments to identify and develop key reports that will be used by departments for claims management, litigation management, and risk management.
- The project team continues to meet with County Counsel and Third Party Claims Administrator staff to resolve data conversion issues necessary for RMIS implementation. The project team also continues to meet with RTI, and work on the conversion issues have been defined for the seven databases to be converted into the RMIS.

<b>Completed Project Milestones</b>	<b><u>Start Date</u></b>	<b><u>Finish Date</u></b>
JAD Session 1: Initial templates Definition	March 6, 2001	May 9, 2001
JAD Session 2: Design Concepts Complete	May 10, 2001	July 23, 2001
JAD Session 3: Document Dept. Needs	July 24, 2001	August 22, 2001
JAD Session 4: Dept Needs Continued	August 23, 2001	October 5, 2001
JAD Session 5: Finalize System Design	January 21, 2002	February 8, 2002
JAD Session 6: Final Design Review	March 11, 2002	March 14, 2002
Hardware / Software / VPN Configuration	May 1, 2002	July 31, 2002
Claims and Lawsuits Design Review Process	June 2, 2002	November 30, 2002

<b>Upcoming Project Milestones</b>	<b><u>Scheduled Start Date</u></b>	<b><u>Scheduled Finish Date</u></b>
Departmental / TPA Users Training	January 27, 2003	February 7, 2003*
Parallel System Testing Process	February 10, 2003	February 28, 2003*
RMIS System Go Live Process	March 4, 2003	March 4, 2003
RMIS Final Testing and Acceptance	March 4, 2003	

\* These dates have been rescheduled due to competing business priorities .

If you have any questions, please call Delta Uyenoyama, Chief of Risk Management Operations at (213) 974-1134.

DEJ:SRH:RA  
DU:CY:lis

c: Executive Officer, Board of Supervisors  
County Counsel